

GAME BREEDERS

ONLINE DATABASE INSTRUCTION SHEET



Breeder Instructions: *(Please read ALL instructions below)*

- Breeder should receive their user name and temporary password through email.
- Using the username and password provided, log on to <https://gamebreeders.dcnr.alabama.gov/>
- You will then see your breeder home page screen. First verify that your name and or business name is correct on the left hand of the screen.
- When appropriate, refer to password change section to update your account.

Set Up /Create Pen Locations/ Farm Layout: *(OPTIONAL)*

If applicable, start from the breeder "Home Page" and click the "Locations" drop down at the top of the "Home Page".

- 1.) Once you click the "Locations" tab, drop down at the center right of your screen, you have the options to create a new sub location or view all.
- 2.) Click "Create New Sub Location"
- 3.) Once you click the "Create New Sub Location" it will redirect you to the create sub location page. Add the information you need and name the sub locations to match your farm needs, (example –pen 1, pen 2, and barn).
- 4.) After all information has been entered, click the [Create] button at the bottom.

To add your inventory:

Start from the breeder "Home page" and click the [View Inventory] button. You will be redirected to the inventory page.

- 1.) Once your inventory page comes up Click the [Add Inventory] button at the center right of your screen.
- 2.) Enter the inventory information, (Date of Birth, ADCNR Tag#, (no duplicate numbers accepted) DNAS #- optional, Location / Sub location, Other Identifying Tag, Gender, Species, and other Identifying Marks.
- 3.) After all information has been entered, click the [Create Inventory Item] button.

To Manage Your Inventory

Request Replacement Tag/Make a Report (Death /Escape)Edit Inventory

- 1.) From the breeder "Home" page.
- 2.) Click the [View Inventory] button; it will redirect you to the inventory page.
- 3.) Under "Breeder Inventory" you will find a [View] button next to the DCNR Tag #. Select the [View] button next to the DCNR Tag # you wish to review.
 - Once you click the [View] button it will redirect you to the details for the individual animal. On this screen you can choose any button which applies: i.e....Replacement Tag, Make a Report- (Death/Escape), Edit Inventory
 - Any other modifications to the inventory, i.e. sex, date of birth, or species, must be requested utilizing the email address: DCNR.gamebreeders@dcnr.alabama.gov

View Transports

- 1.) From the breeder "Home" page the [View Transports] button will allow you to see a list of any transports related to your license.

Transport of Inventory

- 1.) From the breeder "Home" page.
- 2.) Click the [Create Transport] button. After you click the button you will have additional button options to walk you through the transport creation process. (Transfer, Vet, Semen, Release, Other Permitted Captivity)
 - Transport Date, Destination details, select inventory to be transported, and create transport.
 - Note you must accept or decline a transfer within 10 days or the receiving facility will become non-movement qualified.

View Reports

- 1.) From the breeder "Home" page.
- 2.) To review your breeder reports click the [View Reports] button.

Make a Report

DEATH

- 1.) From the breeder "Home" page.
- 2.) Click the button [Make a Report]. Select [Death]
- 3.) Report Reason, Destination Lab, or no lab required - fawn death, (Approved testing lab and address provided by using the drop down), Add DCNR tag # and click [Submit This Report].

ESCAPE

- 4.) From the breeder "Home" page.
- 5.) Click the button [Make a Report]. Select [Escape]
- 6.) Report Reason, or any Other Report Reason, if applicable, Add DCNR tag # and click the button [Submit This Report].
 - Note: You will have 10 Days to Recapture; Additional time may be requested by utilizing the email address below: DCNR.gamebreeders@dcnr.alabama.gov

Additional Access for Farm Manager

- 1.) If you are a primary license holder you can request a new account user (i.e. Licensed Partner or Farm Manager) by clicking the "License" tab at the top of you Breeder "Home" page and then click the [Breeder Accounts] button. After clicking the [Breeder Accounts] button you will be redirected to the Index Screen.
- 2.) Click the "Create Breeder Account". You will be redirected to the screen, "Create a New Account". From this page enter the necessary information for the new account user and click the [Register] button.
 - Once you complete the form and click the [Register] button, the additional account holder will be added to your account and will receive an email with log-in instructions.

Password Change

- 1.) You may change your password by clicking the "Manage My Account" button on the breeder "Home" page.
- 2.) Once you click on "Manage My Account" you will be redirected to login using your User name and password.
- 3.) You will be redirected to the change your accounts page. Select the [Change Password] button and complete the information required and click the button [Change Password] button.

You must select a password that meets this criteria:

- 12 characters long
 - 2 uppercase letters
 - 2 lowercase letters
 - 2 special characters (i.e. \$, &, !, ...)
 - 2 numbers
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- **You may print this email for reference**
 - **Any questions should be forwarded to: DCNR.gamebreeders@dcnr.alabama.gov**
 - **For password reset, utilize the "forgot your password reset button" on the database login page.**

